

CONFIDENTIAL

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:

[REDACTED]
Chief, Logistics Services Division, OL

SUBJECT: DCI's Annual Report to Congress

REFERENCE: Multiple Addressee Memorandum from C/P&PS/OL,
dated 27 October 1983, Same Subject (OL 4257-83)

1. As requested in referent, attached is a summary of some of the performance highlights of the Logistics Services Division (LSD), OL, during the calendar year 1983.

2. In connection with the Agency's moving personnel into [REDACTED], LSD support was rendered by increased courier and shuttle service, establishment and stockage of supply rooms, routine maintenance support, classified waste disposal, total color coordination, plus furnishing of public areas. Arrangements have been made for the same services for [REDACTED] in addition to the provision of a food service facility. The move of components from Headquarters Building and Ames Building into [REDACTED] starting in late November is the responsibility of the Building Services Branch, LSD.

3. The Division conducted a customer survey and is implementing corrective action to improve service where a need was indicated, such as, by upgrading the physical appearance of the Executive Dining Room and offering a more varied menu. The Architectural Design Staff continues to endeavor to improve response time to space requests. An effort is being made to publicize the services of the Interior Design Consultant. The Division continues to work closely with the General Services Administration (GSA) to improve service to the Agency.

4. In addition to the increased services described in paragraph 2, the challenge of rendering support with existing personnel and equipment during construction of the new building on the Headquarters compound will be formidable. Solutions must be found for parking problems anticipated as a result of losing some parking spaces. Restriping of existing areas to

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increase the number of cars accommodated, running shuttle service from temporary distant parking places, and giving presentations to encourage vanpooling are some possible solutions under consideration. The need for escorts is already well known and will become more critical due to the presence of additional construction workers and the delivery of all kinds of materiel.

5. The acquisition of two Wang word processors to be installed in the office of the Chief, LSD/OL will facilitate handling of the increased typing work load. A computer system for managing the LSD budget has been developed, as well as an automated system for entering motor vehicle requests. The Motor Pool area has been prepared for installation of the necessary equipment for the latter system, and dispatchers are presently being trained in the use of the system which is scheduled to be placed on line this month. Research was conducted on the feasibility of using automated computerized gas pumps at the Motor Pool, and, as a result, they are to be installed in December 1983. An automated system was developed to track stock levels, requisitions, and back orders for expendable supplies.

6. Working with GSA, GSI, and the Fine Arts Commission, LSD has an ambitious program scheduled to improve the quality of life at Headquarters Building. Included are plans for upgrading the decor in the North and South Cafeterias, upgrading the appearance and facilities of the gym, continuing to improve the appearance and safety of the ground floor, etc.

7. Some of the Division's significant accomplishments are described briefly in the attachment. LSD's support to the Agency has run the gamut of logistical services, and the Division anticipates another very productive year in 1984.



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Attachment